

Transfer/ Assignment of Claim

Note: Need claim number from courts' claims register for this event.

Instructions:

Select *Bankruptcy*

Select *Claims - Misc Activities*

Enter case number

Verify case number is correct

Select Document Event: [Transfer/Assignment of Claim](#)

Select Party

- Party filer not listed, Add/Create New Party

Browse, Verify and attach the correct pdf file

- Add attachments, if applicable

Select the Transfer type by choosing the appropriate rule.

Search for Transferee

- In the space provided, enter part of the creditor's name and click Search Creditors. Or, click Search Creditors to view all creditors. Highlight the appropriate creditor. It will appear in the Transferee selected box.
- If the creditor is not in the creditor list, Click the Add Creditors button and enter the name and address. Then click Submit and the creditor will appear in the Transferee selected box.

Search for Transferor

- In the space provided, enter part of the creditor's name and click Search Creditors. Or, click Search Creditors to view all creditors. Highlight the appropriate creditor. It will appear in the Transferee selected box. And the Claim number will appear also.
- You can continue to transfer additional claims if necessary

Enter the Claim Number(s) in the space provided

Select the claims status by highlighting Transfer

Review Docket Text for accuracy

- Add additional text if needed

Warning!! Verify entry is correct before submitting.